

**Lincoln Fire & Rescue - Management Policy**  
**Urban Search and Rescue Task Force Application Process (MP1000.01 12/27/07)**

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To provide instructions for applying to and participating on DHS-FEMA National Urban Search and Rescue Nebraska Task Force 1 (NETF-1).

Implemented 8/95

**Purpose**

To provide instructions for applying for and participating on DHS-FEMA National Urban Search & Rescue Nebraska Task Force 1 (NE-TF1).

**Procedure**

NE-TF1 conducts an annual task force recruitment process each year from January 1-31. Personnel from NE-TF1 designated sponsoring or participating agencies or personnel with specific expertise in specialty positions interested in participating on National Urban Search & Rescue Nebraska Task Force 1 may do so by completing the following:

1. Review the position descriptions and list of position training requirements on the NE-TF1 public website at <http://www.lincoln.ne.gov/city/fire/usar/index.htm>. NOTE: Applications are accepted from eligible personnel identified for each position as indicated on the task force website.
2. Determine a position for which you are qualified. Potential applicants must be a US citizen, hold a valid driver's license, and have no felony convictions. Background checks may be conducted.
3. Submit a request for an application packet indicating the task force position you are qualified to:

NE-TF1 Administrative Assistant  
Lincoln Fire & Rescue NE-TF1  
1801 "Q" Street  
Lincoln, NE 68508

NOTE: Include mailing address in request for an application packet.

4. Potential applicants do not need to meet all position training requirements to submit an application for task force membership, but should list work experience and/or training in an attached resume' that provides an appropriate scope of knowledge for the position. The applicant shall attach copies of training certificates or professional licenses to the application when submitted.
5. The applicant has until January 31 of the recruitment period to return the completed application to the NETF-1 Task Force Administrative Assistant, Lincoln Fire & Rescue Headquarters, 1801 Q Street, Lincoln, NE 68508. Applications received after January 31 will not be included in the recruitment process.

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Upon return of the completed application with required resume', the task force shall:

1. Review the application, training qualifications, and resume' for qualifications for the position.
2. Determine if the application and resume' meets minimum scope of knowledge guidelines and include the applicant in a pool of eligible personnel.
3. The application will be forwarded for review at the next scheduled NE-TF1 Steering Committee meeting.
4. An interview process may be conducted prior to acceptance to the task force.
5. The Steering Committee shall select qualified personnel from the applications to fill open positions. Due to limited position openings in most cases, not all applicants will be selected to participate with the task force.
6. Applicants who are accepted will be notified and be categorized at the candidate level.

Upon acceptance to the task force, the applicant:

1. Shall submit to a health physical provided and scheduled by the task force.
2. Shall agree to obtain all inoculations required for deployment.
3. Shall be eligible to receive task force issued personal equipment. A full compliment of task force issued gear may not be issued until the task force member meets all requirements for deployment.
4. Shall participate in required training as scheduled to be eligible for deployment.